

## **CITY OF BURBANK**

### **MANAGER ENERGY CONTROL CENTER**

#### **DEFINITION**

Under general direction, to develop, plan, and manage the Energy Control Center of the utility; and perform related work as required.

#### **ESSENTIAL FUNCTIONS**

Develops, plans, and manages all functions of the Energy Control Center including, but not limited to, the administration, security, emergency response, safe and reliable electrical operations required to operate the utility's electrical facilities beyond the step-up transformer breakers of the local generating plants, and Systems Control and Data Acquisition (SCADA); manages the effective scheduling and marketing of the utility's electricity generation and transmission facilities; participates in the development of power supply strategies; develops, prepares, and implements the Energy Control Center budgets; performs safety and economic analysis related to electricity operations; manages and promotes safety programs; plans, directs, and evaluates all training and work performed by Energy Control Center personnel; makes effective recommendations for hiring, promotions, and transfers; makes effective recommendations regarding disciplinary action, up to and including termination; directs consultants and contractors with the City Attorney's Office; represents the utility in industry organizations; develops and presents reports to management, the Burbank Water and Power Board, the City Council, and the regional reliability council; ensures compliance with North American Electric Reliability Corporation (NERC) Reliability Standards; may act in the absence of the next level of supervision; drives on City business.

#### **MINIMUM QUALIFICATIONS**

##### **Employment Standards:**

- Knowledge of – power supply operations and planning; electrical switching operations and planning; electrical system restoration and outage management; inter-utility operations; electricity interconnections; integration of service, supply, financial, and trading risks; electrical operational planning; risk management practices; NERC Reliability Standards; municipal administrative practices and governance; practices and principles of sound management and supervision.
- Ability to – lead and develop 20 or more people working 24 hours per day every day; maintain a safe and productive work environment; set goals and carry them out in an independent manner while still able to act as a member of the management team; conduct research; prepare and review reports; present technical information to various audiences in a professional manner; analyze complex problems involving technical, cultural, and organizational considerations and develop effective solutions; establish durable and effective succession lines for critical positions; demonstrate creativity and ingenuity; make decisions and operate effectively under emergency conditions; communicate effectively, both verbally and in writing; supervise and direct the work of others; establish and maintain effective working relationships with supervisors, fellow employees, and the public, including business and neighborhood groups.

**Education/Training:** Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance as determined by the City. Example combination includes, but is not limited to completion of two years of college-level work specializing in electrical power engineering or a related field and six years of progressively responsible experience in electric systems operation.

**License & Certificates:** A valid North American Electric Reliability Corporation (NERC) certification as a NERC Certified System Operator – Reliability at time of appointment; a valid California Class "C" Driver's License or equivalent at time of appointment.

#### **SUPPLEMENTAL INFORMATION**

None.